

**LEGAL
REQUIREMENTS**

45 CFR 302.35
45 CFR 303.3
45 CFR 303.15
45 CFR 303.70
MCLA 400.231 - 400.235

OCS Central Office is required to operate the State Parent Locator Service (PLS) by federal regulation and state law. It is a function of the State PLS to obtain location information from state agencies such as the Secretary of State and the Departments of Treasury, Labor and Corrections. In addition, the State PLS has authority to obtain federal records from the Federal PLS. State PLS services are available to authorized persons, as defined in Item 400.

Federal regulations require that all appropriate state and federal resources be utilized when the location of the absent parent is unknown at application or referral, becomes unknown in an open IV-D case, or when new information is obtained in an open case which may aid in location. In addition, quarterly location attempts must be made using automated resources which at a minimum include state employment security agency files. The Federal PLS must be utilized on an annual basis in any IV-D case in which initial location efforts failed and adequate identifying information is available. Federal records may also be utilized to locate parents or children in parental kidnapping or child custody cases.

The manner and form of requests for information from the Federal PLS are prescribed by federal program instructions. Requests must include the name of the person for whom location information is requested and his/her social security number (SSN) or other identifying information.

AGENCY POLICY

State PLS services are available in IV-D cases to locate absent parents and/or their income and assets for purposes of establishing paternity and securing support. When location information is necessary to permit continued support action and submittal is appropriate according to guidelines in this item, State PLS searches are to be requested:

- at application or referral for IV-D services;
- when the location of an absent parent becomes unknown in an open case;
- when new information is obtained in a case in which prior locating attempts failed; and
- at the time of a scheduled location review.

Searches must be requested and responses evaluated within the standards of promptness as specified in Item 410.

The State PLS provides three types of location services in IV-D cases. Standard searches utilize location resources which can be accessed through automated systems and are available in IV-D cases in which the absent parent's social security number is available. Social security number (SSN) searches are available in IV-D cases in which the absent parent's SSN is unknown but other identifying information is available. Special searches are available to obtain location information from specified state agencies through manual search processes. Guidelines for requesting each service are provided below.

Standard Search

Standard searches are available in any IV-D case in which the absent parent's SSN is known and a residence address, employment information or other income and/or asset information is needed to secure support. In every standard search, the FIA Client Information System (CIS) and the Workers' Compensation Match process are utilized to locate an absent parent. In addition, there are three other primary resources which a requestor can use in standard search. Those are:

- the Absent Parent/Labor Department (APL) File Match System;
- the Federal PLS including State Employment security Agencies; and
- State Employment Security Agencies (SESA) but not other Federal PLS resources.

The APL File Match system must be utilized in initial and annual searches to find an absent parent when it is likely that the absent parent lived in Michigan or worked for a Michigan employer in the two year period prior to the search request. The APL system reports unemployment compensation records up to two years old and wage records for the five most recent quarters. Absent parent names and SSNs submitted for APL match are automatically processed through that system on quarterly basis until a record is located or 12 months elapse. Refer to Item 440 for additional information on this match process.

A request for a Federal PLS search to find an absent parent is required when an initial search is conducted and on annual basis when prior search efforts failed. The Federal PLS has access to the quarterly wage reporting and unemployment compensation records of State Employment Security Agencies nationwide and access to records of a variety of federal agencies including the Department of Defense, Social Security and Veterans Administrations, the Internal Revenue Service (IRS) federal tax return master file and the National Personnel Records Center. Those resources could commonly be expected to contain one or

more records on an absent parent. Item 450 describes location information available through the Federal PLS.

A SESA match may be requested independently of a full Federal PLS search. SESA matches are run on a monthly basis and wage and unemployment compensation records are reported for one quarter only (see schedule in Item 450). A SESA-only match may be requested when the SESA match conducted as part of a full Federal PLS search failed to produce a record but there is reason to believe that the absent parent is employed or resides in another state. A SESA only match may also be requested when an updated SESA record is needed to pursue support action.

Standard searches are requested by printed list in the format shown in Exhibit 1 of this item or via CSES as instructed in the Michigan CSES User's Reference Manual.

Search results are generally reported to requestors within the time-frames listed below. Refer to Items 430-450 for facsimiles and descriptions of location reports.

APL File Match	6 weeks after State PLS receives request
CIS & Workers' Compensation	2 weeks after state PLS receives request
Federal PLS	6-7 weeks after State PLS receives request

SSN Search

A SSN search is available when the absent parent's SSN is unknown but other absent parent identifying information is available. SSN searches are requested on Form FIA-308, Locating Services Request, as described in Exhibit 2 of this item or via CSES as instructed in the Michigan CSES User's Reference Manual.

In a SSN search, the State PLS determines what resources to search based on the type of absent parent information available. Listed below are location resources utilized to obtain SSNs and the indices which the State PLS uses to conduct a SSN search.

<u>Resource</u>	<u>Search Index</u>
FIA Client Information System	Absent parent's name, date of birth and last known Michigan address(es).
Michigan Department of Treasury	Absent parent's name, years of residence in Michigan, last known Michigan addresses, and spouse's name on joint returns.

ResourceSearch Index

Michigan Public Health Department - Child's birth record

Name of absent parent's child, the child's place and date of birth in Michigan, names of the child's parents (maiden name for child's mother).

Internal Revenue Service

Name and SSN of custodial parent filing a joint tax return with the absent parent in the last three years.

Social Security Administration

Absent parent's name, date and place of birth, and the name of the absent parent's father and mother's maiden name.

The State PLS may also obtain records of the absent parent's birth or marriage. Those records contain the name of the absent parent's father and mother's maiden name which are needed to obtain SSNs through the Social Security Administration. In addition, the State PLS conducts file clearances of Secretary of State (SOS) records when the absent parent's date of birth is available.

When there is an indication that an absent parent may be located or have a record outside Michigan, sister state PLS units are contacted. The sister-state is provided with all absent parent data that is available and relevant to the searches requested.

If a SSN is obtained, the State PLS utilizes all appropriate resources to locate the absent parent prior to terminating search activities.

Depending on the method used to request a SSN search, results are reported to requestors via CSES or on form FIA-308 and by reports received from agencies or systems utilized. Facsimiles and descriptions of state and federal location reports are provided in Items 430-450. A description of information provided by the State PLS on form FIA-308 is provided later in this item. State PLS response times in SSN searches vary greatly depending upon the type and number of resources that are utilized to obtain identifying information, SSNs, and location information. The minimum response time is approximately 8 weeks.

Special Resource Search

In cases in which a standard search failed to produce a verifiable location and another resource may have a record on the absent parent or when the information required is available only from a particular resource, special searches are available. Searches of specified agency records are requested on Form FIA-308 as described in Exhibit 2 in this item or via CSES as instructed in the Michigan CSES User's Reference Manual.

The absent parent identifying information that must be available to the State PLS to permit searches varies based on the resource. Resources available for special search and the indices used to search those records are identified below.

<u>Resource</u>	<u>Search Index</u>
Client Information System	Absent parent's name and date of birth or social security number.
Corrections Department - inmate and parolee records	Absent parent's name and year of birth. (Sex and race code are secondary indices.)
Secretary of State	Absent parent's name and date of birth.
<ul style="list-style-type: none"> driver license and personal identification vehicle records 	License plate number.
Michigan Department of Treasury	Absent parent's name and SSN, years of residence in Michigan and last known Michigan address(es).
Labor Department Workers' Compensation claim records	Absent parent's name and SSN.
Michigan and Sister-State Public Health Departments	
<ul style="list-style-type: none"> Absent parent's birth 	Absent parent's name, date and place of birth, the name of the absent parent's father and mother's maiden name.
<ul style="list-style-type: none"> Death 	Absent parent's name, date and place of death.
<ul style="list-style-type: none"> Marriage 	Date and place of marriage and names of persons married.
Immigration and Naturalization	Absent parent's name and any of the following items that are known: date of birth; city, province and country of birth; country of citizenship; passport or alien registration number; immigration status; port and date of entry.

Results of special searches are generally reported to requestors within four weeks of receipt of the special search request by the State PLS. Search results are reported to requestors via CSES or on form FIA-308 and by reports received from agencies or systems utilized. Facsimiles and descriptions of state location reports are provided in Item 430. A

description of information provided by the State PLS on form FIA-308 is provided later in this item.

Custody and Kidnapping Cases

Search requests must be made through Friends of the Court and prosecuting attorneys, respectively, in child custody and parental kidnapping cases. See Item 410. Location information is requested on Form FIA-308 or via CSES. In a child custody or parental kidnapping case, a Federal PLS search is completed. State and interstate resources are not utilized due to statutory restrictions.

Results Section - FIA-308

The State PLS uses form FIA-308 to convey results of special or SSN searches in IV-D cases or Federal PLS searches in child custody or parental kidnapping when the search was requested using that form. The reason the State PLS terminated search activities and the date are identified in Items 42 and 43. A new or corrected social security number, date of birth, alias or name is recorded in Item 44-47, respectively.

The source of the most current residence or mailing address and date of address are identified in Items 48 and 49. The source of the most current employer or institution information and the corresponding date are identified in Items 50 and 51. Sources are abbreviated as follows:

APL	Absent Parent/Labor Department File Match System.
APW	Absent Parent/Workers Compensation Match System.
CIS	FIA Client Information System (CIS). CIS search results may appear in Item 37 of the FIA-308 or on a separate report.
DOD	Department of Defense - Federal Parent Locator Service (FPLS).
IRS	Internal Revenue Service - FPLS.
MBR	Master Beneficiary Record, Social Security Administration - FPLS.
MI DOC	Michigan Department of Corrections.
MI SOS	Michigan Secretary of State.
MI T	Michigan Department of Treasury.
NPRC	National Personnel Record Center - FPLS.
SSA	Social Security Administration - FPLS.
SSS	Selective Service System - FPLS.
VA	Veterans Administration - FPLS.
XX PLS	Sister-State Parent Locator Service as specified by the two-letter state code.

Follow-up

When the State PLS terminates a search due to "possible information only", client contact may be necessary to determine whether the information provided is associated with the absent parent in question. When it is determined that the "possible" information belongs to the absent parent and further PLS searches are needed, submit a request using the verified information. Otherwise, additional information should be obtained before requesting another search. If new information is not obtained, a request with the original information may be submitted to the State PLS at the time of the next scheduled location review.

A trace may be requested if a response has not been received within six months of a request for a special or SSN in a IV-D case or Federal PLS search in a child custody or parental kidnapping case. If the original search request was made on form FIA-308, submit to the State PLS a photocopy of the file copy of that form marked "DUPLICATE - TRACER" in the space under the form title.

To submit new information on a request made on form FIA-308 that is in process with the State PLS, submit a photocopy of the file copy of the FIA-308 marked "DUPLICATE-NEW DATA" in the space under the form title. Indicate the new information on the copy.

If a FIA-308 was submitted to the State PLS and there is no longer a need for locating services, send a photocopy of the file copy of the FIA-308 marked "TERMINATE SEARCH" in the space under the form title.

If the original request for State PLS was generated on CSES and follow-up is necessary to request a trace, submit new information or request termination of the search, refer to the Michigan CSES User's Reference Manual for instructions.